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Chapter 9 - General Transaction Features

There are several ADPICS features that can be utilized when creating documents. Because these are universal features, reference will be given at the point when the feature would be used within each document's life cycle, and step-by-step procedures will be given in this section.

9.1 COMMODITY SELECTION

The State of Michigan uses the National Institute of Government Purchasing, Inc. (NIGP) commodity/service code system.

When creating requisitions, direct purchase orders, direct vouchers, etc., one or more commodities will be included.

When you know the NIGP code, it can be entered in the Commodity ID field. When you don't know the appropriate code, you can look it up. You can also access associated screens to get to the level of detail necessary.

Each level of detail builds on the previous level of detail. For example:

350	Flags, Flag Poles, Banners, and Access
350-40	Flags, International and Special Occasion
350-70	Flags, State and U.S.: Cotton, Nylon,
350-70-65	Flags, State, Nylon
350-70-65-5200	4 Ft x 6 Ft., State of Maryland
350-70-65-5242	4 Ft. x 6 Ft., State of Michigan

9.1.1 Viewing Commodity Detail by Using a Related Word

Example: You want to purchase a Michigan Flag, but you cannot find it listed on the Commodity Table Inquiry screen (PCHL1100). You have located 'FLAGS' on the Commodity Table Inquiry screen, and want to view the detailed commodity levels to locate the kind of flag you want to purchase.

Select the appropriate commodity (Flags) by typing an 'S' in the Selection column to the left of the commodity name.

Press <F2> Select, to view the Commodity Table Maintenance screen (PCHL5100). This is to verify the selected commodity, or to locate the Commodity ID at the appropriate level of detail for the purchase.

You can view commodities at the 3-5- 7-, or 11-digit level of detail regardless of the level accessed.

Each level of detail builds on the previous level of detail. For example:

350	Flags, Flag Poles, Banners, and Access
350-40	Flags, International and Special Occasion
350-70	Flags, State and U.S.: Cotton, Nylon,
350-70-65	Flags, State, Nylon
350-70-65-5200	4 Ft x 6 Ft., State of Maryland
350-70-65-5242	4 Ft. x 6 Ft., State of Michigan

■　To view the Commodity ID at a more detailed level, press <F5> Next to access the first commodity at the next level. Continue pressing <F5> to scroll through all of the commodities at the higher level.

■　To view the Commodity ID at a less detailed level, place the cursor on a hyphen in the Commodity ID field, and delete all digits to the right of the desired level. Press <ENTER> to view the lower level (for the example, return to the three digit level, 350).

View Next Level of Detail

To view a list of all of the commodity codes at the more detailed level, press <F8> View Detl to view the Commodity Detail Inquiry screen (PCHL1130).

The Commodity Detail Inquiry screen (PCHL1130) is divided into two sections:

■　The top portion of the screen will contain one, two or three data fields (Class, Item, Group), depending on the level of detail of the Commodity Code on the Commodity Table Maintenance screen (PCHL5100) when you accessed the Commodity Detail Inquiry screen (PCHL1130) (for the example, only the Class field will be on the screen). These data fields will change as you view higher or lower levels of detail.

Class	Three digit Commodity Code	(350)
Item	Five digit Commodity Code	(350-70)
Group	Seven Digit Commodity Code	(350-70-65)

■　The lower section contains a list of the Commodity IDs and Commodity Names at the next level of detail (for the example, all five digit codes will be listed for Class 350).

Select the Commodity ID you would like to see at the next level of detail (for the example, select 350-70), and press <F5> Nx Level. The Item field will appear and contain the five digit Commodity Code (350-70). The Commodity ID list will contain all of the seven digit commodity codes that begin with the Item code.

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To view the 11-digit commodity level, select the appropriate seven digit code, and press <F5> Nx Level (for the example, select 350-70-65). The Group field will appear and contain the seven digit Commodity Code (350-70-65). The Commodity ID list will contain all of the 11-digit commodity codes that begin with the Group code.

View at Prior Level of Detail

To view at a prior level of detail, select the appropriate Commodity ID, and press <F4> Pr Level to view lower level detail. Continue selecting and pressing <F4> Pr Level, until you are at the lowest level of detail (for the example, 350).

Return and Select Correct Commodity Level

When you have located the desired commodity and level, select the commodity by entering an 'S' in the Selection column. <CLEAR> back to the Commodity Table Inquiry screen. The selected commodity name and NIGP code will be on the first line of the Commodity Table Inquiry.

To return the commodity ID to the transaction document, you must select the commodity again. Press <BACKTAB> to move the cursor to the Select column, and enter an 'S.'

Press <F6> to return the Commodity ID, unit of measure, and last unit cost to the document.

Continue with the document creation.

9.1.2 Locating Commodity Detail by Commodity ID

Access the Commodity Table Maintenance screen (PCHL5100), by pressing <F5> from the Main Menu (PCHL0000), and <F1> from the Table Maintenance Menu (PCHL5000).

Enter the Commodity ID in the Commodity ID field, and press <ENTER>. The detailed information for the entered Commodity ID will be system retrieved.

To view the commodity at different levels of detail, see Section 9.1.1 Viewing Commodity Detail by Using a Related Word.

9.1.3 Locating a Commodity ID From a Transaction Document

When on the appropriate document detail entry screen, place the cursor in the Commodity ID field. Press <F2> Select to view the Commodity Table Inquiry screen (PCHL1100).

Enter the commodity name (or partial name) in the first Commodity Name field. Erase the end of the field by spacing out the remaining data, or using the <END OF FIELD> key. Press <ENTER> to retrieve the requested commodity.

If necessary, press <F8> to view the next page. To page backward, enter a word or partial word that would be listed prior to the first word on the screen, erase the end of the field, and press <ENTER>.

When you cannot locate the commodity you are searching for, try entering a more generic name. For instance, you will not find a Michigan flag listed on the Commodity Table Inquiry screen by entering 'Michigan Flag', or 'Flag, Michigan.' You can locate 'FLAGS' or 'FLAGS, STATE' and then view the detailed commodity levels to locate the kind of flag you want to purchase.

■ To return the commodity to the document, see Section 9.1.4 Selecting and Returning a Commodity ID to a Document

■ To view commodity level detail before selecting, see Section 9.1.1 Viewing Commodity Detail by a Commodity Name

If you still cannot locate an appropriate commodity code, contact DMB Office of Purchasing. Office of Purchasing staff can assist you in locating an existing code, or in creating a new commodity and description to meet your needs.

9.1.4 Selecting and Returning a Commodity ID to a Document

When on the appropriate document detail entry screen, place the cursor in the Commodity ID field. Press <F2> Select to view the Commodity Table Inquiry screen (PCHL1100).

Enter the commodity name, or partial name, in the first Commodity Name field. Erase the end of the field by spacing out the remaining data, or using the <END OF FIELD> key. Press <ENTER> to retrieve the requested commodity.

If necessary, press <F8> to view the next page. To page backward, enter a word or partial word that would be listed prior to the first word on the screen, erase the end of the field, and press <ENTER>.

Select the appropriate commodity by typing an 'S' in the Selection column to the left of the commodity name

Press <F6> to return the Commodity ID, last unit cost, and unit of measure to the detail entry screen. Continue with the document creation.

9.2 VENDOR SELECTION

Michigan uses a unique 10 digit Vendor Identification (ID) numbering system.

■   If the vendor uses a Federal Employer Identification Number (FEIN), their Vendor ID begins with a 2, followed by the nine-digit FEIN

■   If the vendor uses a Social Security Number (SSN), their Vendor ID begins with a 3, followed by the nine-digit SSN

■   If the vendor does not have a SSN or FEIN, their Vendor ID begins with a 4, followed by the nine-digit W-7 individual taxpayer ID

■   If the vendor is a foreign payee, their Vendor ID begins with a 5, followed by the vendor's identification number (up to nine characters)

When creating direct purchase orders, direct vouchers, etc., a vendor ID number must be included. A vendor may be included on a requisition if it is known.

When you know the Vendor ID, it can be entered in the Vendor ID field. When you don't know the appropriate Vendor ID, you can look it up. You can also access associated screens to view additional vendor information, including the appropriate Mail Codes (different addresses for the same vendor).

NOTE: Confidential vendors (vendor type 8 or 9) cannot be located by the following vendor look up methods. You must know the vendor ID in order to add a confidential vendor to a document, or to view a confidential vendor's record.

9.2.1 Locating a Vendor ID by Vendor Name

From the Header screen of a transaction document (i.e., REQ/DPO/DV), place the cursor in the Vendor ID field, and press <F2> Select to access the Vendor Name Inquiry screen (PCHL1200).

Enter the name, or partial name, of the vendor in the first Vendor Name field. Erase the end of the line. Press <ENTER> to retrieve the requested vendor name.

Press <F8> to view the next page, if necessary. Continue until you locate the vendor. To page backward, enter a name, or partial name, that would be listed prior to the first name on the existing screen. Erase the end of the line, and press <ENTER>.

Select the appropriate vendor by typing an 'S' in the Selection column.

Press <F6> to return the Vendor ID and name to the transaction document. Continue with the document creation.

NOTE: When placing vendors on document's, you must include the vendor's Mail Code along with the Vendor ID. A Mail Code is a three-digit code for the mailing address used for the type of document you are creating. You can select a Mail Code from the Table Lookup, by placing the cursor in the Mail Code field and pressing <F2> Select. See Section 9.3 Vendor Mail Code Selection for complete instructions on viewing and selecting a Mail Code from the Vendor Table Maintenance file.

9.2.2 Locating a Vendor by Commodity

From the Header screen of a transaction document (i.e., REQ/DPO/DV), 'Link to' the Vendor by Commodity screen (PCHL5420). From the Main Menu (PCHL0000) press <F12> to access the Vendor Maintenance/Inquiry Menu (PCHL5001), then press <F12> to access the Vendor by Commodity screen (PCHL5420).

Enter the Commodity ID of a commodity you are purchasing.

Press <ENTER> to access a list of vendors who supply that commodity. Write down the Vendor ID and Mail Code (Address) of the vendor you wish to use. See Section 9.3 Vendor Mail Code Selection, for complete Mail Code instructions.

Press <CLEAR> to the document Header and enter the Vendor ID and Mail Code in the appropriate data fields, then continue with the document creation. Or <CLEAR> to the Main Menu (PCHL0000) and access the appropriate screen for the transaction. Enter the Vendor ID and Mail Code in the corresponding data fields.

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9.2.3 Locating a Vendor When You Are Not Creating a Document

By Vendor Name

From the Main Menu (PCHL0000), press <F12> to access the Vendor Maintenance/Inquiry Menu (PCHL5001). Press <F10> to access the Vendor Name Inquiry (PCHL1200).

Enter the name, or partial name, of the vendor in the Vendor Name field and erase the end of the line. Press <ENTER> to retrieve the requested vendor name.

Press <F8> to view the next page, if necessary. Continue until you locate the vendor. To page backward, enter a name or partial name that would be listed prior to the first name on the existing screen, erase the end of the line, and press <ENTER>.

By Vendor ID

From the Main Menu (PCHL0000), press <F12> to access the Vendor Maintenance/Inquiry Menu (PCHL5001). Press <F1> to access the Vendor Table <u>Inquiry</u> screen (PCHL5200).

Enter the Vendor ID in the Vendor ID field. Press <ENTER> to retrieve the first mail code record for the vendor. The system will retrieve the vendor's name.

To locate additional Vendor ID/Mail Code records, press <F8> Next Addr to view additional addresses for the same vendor, or press <F5> Next to view the first address for the next sequential Vendor ID. You can also press <F11> Address to view the Vendor Address Summary Inquiry (PCHL5220), which lists all of the Mail Codes and associated addresses and Mail Types for the vendor.

■ See Section 9.3 Vendor Mail Code Selection for complete instructions.
■ See Section 10.2 Vendor Table Maintenance for complete instructions.

9.3 VENDOR MAIL CODE SELECTION

To view a list of all Mail Codes for a specific vendor, you must access the Vendor Address Summary Inquiry screen (PCHL5220). There are several ways to access this screen.

■ From the Main Menu, select <F12> to access the Vendor Maintenance/Inquiry Menu (PCHL5001), then select <F8> to access the Vendor Address Summary Inquiry screen. When using this method, you must enter the Vendor ID and press <ENTER> to view the Mail Code list.

■ When creating transaction documents, place the cursor in the Vendor ID field and press <F2> Select to access the Vendor Name Inquiry screen (PCHL1200). Select the vendor by entering an 'S' in the selection column, and pressing <F11> Address to access the Vendor Address Summary Inquiry screen (PCHL5220). The Mail Codes for the selected vendor will be listed.

■ From the Vendor Table ~~Maintenance~~ Inquiry screen (PCHL5200), or from the three Mail Code ~~Table Maintenance~~ Inquiry screens (PCHL5150, PCHL5151, or PCHL5201), which are all accessed through the Vendor Maintenance/Inquiry Menu (PCHL5001), press <F11> Address to view the Vendor Address Summary Inquiry screen (PCHL5220) for the Vendor ID displayed. The Mail Codes for the associated vendor will be listed.

■ From the Vendor by Commodity screen (PCHL5420), which can also be accessed through the Vendor Maintenance/Inquiry Menu (PCHL5001) by pressing <F12>, select the vendor by entering an 'S' in the selection column. Press <F11> Address, to access the Vendor Address Summary Inquiry screen (PCHL5220). The Mail Codes for the selected vendor will be listed.

View the Mail Code list and associated Mail Types, to determine which Mail Code to use for the document. The Mail Types are as follows:

EFT	EFT Address (indicates whether or not vendor can receive EFT payments at this mail code)
BU	~~Business (mailing) Address~~**(Not used in Michigan)**
BI	Bid Address
RM	Remittance Address
PO	Purchase Order Address

NOTE: This is to be used as a guide, and is not restricted only for the use specified. Each Mail Code address may be used for any or all Mail Types. All Mail Types for one address can be 'Y' or 'N'. More than one vendor address may be used for the same Mail Type.

To view detail Mail Code address information for a specific Mail Code when viewing the Vendor Address Summary Inquiry screen (PCHL5220), select the Mail Code by entering an 'S' in the Selection column. Press <F2> Select to access the Vendor Table ~~Maintenance~~ Inquiry screen (PCHL5200) for the selected Vendor's Mail Code. Notice that the selected Mail Code is to the left of the dotted line. Viewing the address Attention lines and/or the Contact name on the Vendor Table ~~Maintenance~~ Inquiry screen (PCHL5200) is helpful in most instances. Expired Mail Codes cannot be used (see Exp Date field, bottom left data field). ~~For further Vendor Table Maintenance information see Section 10.2 Vendor Table Maintenance.~~

To view additional Mail Code addresses for the same vendor while viewing the Vendor Table ~~Maintenance~~ Inquiry screen (PCHL5200), press <F8> Next Addr. Continue pressing <F8> to scroll through all of the vendor's Mail Codes.

If you cannot determine the correct Mail Code to use, you can call the vendor. The vendor's phone number is included on the Vendor Table ~~Maintenance~~ Inquiry screen (PCHL5200).

After viewing, write down (or remember) the correct Mail Code to use, and press <CLEAR> to return to the header screen.

9.4 SPECIFICATIONS SELECTION

Specifications are used to describe commodities and services. Terms are used to describe agreement conditions used in procurement documents, such as requisitions, invitations to bid, and purchase orders. To attach specifications to the commodity, see this section. To attach terms to the document, see Section 9.5 Terms Selection.

With proper security, standard specifications and terms are created in ADPICS by using the Specifications/Terms Table Maintenance screen (PCHL5500). Once specifications and terms have been created, they can be associated with commodities (specs) or documents (terms) through commodity/ specification or term/document cross-references. To create specifications or terms, see Section 10.6 Specifications and Terms Table Maintenance. This table is maintained by DMB Office of Purchasing.

9.4.1 Attaching Standard Specifications to a Commodity

Standard specifications can be used to describe a specific commodity (or the shipment/delivery of a commodity), such as Spec ID: 231GM − Ground Maintenance, which describes the service description for ground maintenance. When a commodity is cross-referenced with an associated specification, the Spec ID will be located in the Spec ID field at the bottom of the document's detail entry screen, after the Commodity ID has been entered and saved. The associated specifications will automatically print when the document is printed.   When a standard specification is not cross-referenced with a commodity (or you want to add additional standard specifications), they can be attached as described below.

When creating the document, specifications can be entered in more than one way, using more than one screen. When creating a single or percentage distribution method procurement document, the specifications are entered on the document's detail entry screen (such as PCHL2109 Requisition Detail Entry). When creating a multiple distribution method procurement document, the specifications are entered on the Specifications/Terms Selection screen (PCHL2126). This screen is accessed from the document's accounting detail entry screen by selecting <F8> VW SPECS.

When attaching specifications to a commodity using the Specifications/Terms Selection screen (PCHL2126), the specifications will be attached to the commodity line that was being viewed when the screen was accessed.

■   To attach specifications to a single or percentage distribution document, see Attaching Standard Specifications During Document Detail Entry, below.

■   To attach specifications to a multiple distribution document, see Attaching Standard Specifications During Accounting Detail Entry, later in this section.

Attaching Standard Specifications During Document Detail Entry

After entering the commodity detail for the line item on a procurement document detail entry screen (such as Requisition Detail Entry PCHL2110), <TAB> to the first blank Spec ID field at the bottom of the screen.

To attach a standard specification, enter the SPEC ID in the ID field. If the Spec ID is unknown, place the cursor in the first blank ID field, and press <F2> Select to view the Table Lookup. Select the appropriate specification, and press <F2> Select to return the appropriate SPEC ID and Short Title to the document.

Press <F10> to save the commodity line item detail and attached standard specification. Any specifications cross-referenced with the commodity will be system retrieved when the commodity detail is saved.

Repeat for each additional standard specification you want to attach to the document. You may enter up to 10 SPEC ID's for the commodity ID entered (including any cross-referenced Spec IDs).

Continue with the document creation.

Attaching Standard Specifications During Accounting Detail Entry

From any procurement document accounting detail entry screen (such as Requisition Accounting Detail PCHL2109), press F8 – VW SPECS to access the Specifications/Terms Selection screen (PCHL2126). The Document ID will be retrieved, and the Line No field will default to the Commodity Line Number that was displayed when you pressed <F8>. Any specifications cross-referenced with the commodity will be listed in the ID field.

To attach a standard specification, enter the SPEC ID in the first blank ID field. If the Spec ID is unknown, place the cursor in the first blank ID field. Press <F2> Select to view the Table Lookup. Select the appropriate specification, and press <F2> Select to return the appropriate SPEC ID and Short Title to the document.

Press <F10> to save the attached standard specification.

Repeat for each additional standard specification you want to attach to the document. You may enter up to 10 SPEC IDs (two columns of five fields each).

Press <CLEAR> to return to the accounting detail entry screen. Continue with the document creation.

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- To view standard specifications, see Section 9.4.2 Viewing a Standard Specification.
- To add free-form specification text to the commodity, see Section 9.4.3 Attaching Free-Form Specifications to a Commodity.
- To copy a standard specification to the commodity, see 9.4.4 Copy an Existing Specification to a Commodity.
- To delete an attached specification, see 9.4.5 Delete a Specification.
- To modify a standard specification attached to the commodity, see 9.6 Specifications and Terms Block Function.

9.4.2 Viewing a Standard Specification

To view a standard specification from the Specifications/Terms Selection screen (PCHL2126), select the Spec ID you want to view. Enter an 'S' in the Selection column and pressing <F2> Select. The system will transfer to the Specifications/Terms Table Maintenance screen (PCHL5500). The selected specification will be retrieved. Press <F8> Next Pg, if necessary to read the entire specification. After viewing, <CLEAR> to the Specifications/Terms Selection screen to continue entering or viewing specifications.

To view a standard specification from a document detail entry screen after you have attached the Spec ID, link to the Specifications/Terms Selection screen (PCHL2126) and follow the directions above. You can also link to the Specifications/Terms Table Maintenance screen (PCHL5500) and follow the directions below.

Viewing a Standard Specification When Not Creating a Document

To view a standard specification when you are not creating a document, you can access the Specifications/Terms Table Maintenance screen (PCHL5500). From the Main Menu (PCHL0000), select <F5> Table Maintenance Menu. From the Table Maintenance Menu (PCHL5000), select <F5> Specifications/Terms Table Maintenance.

Enter the standard specification ID in the Spec/Term ID field, and enter 'S' in the Spec/Term Ind field.

Press <ENTER> to retrieve the specification Short Title and Text. Use <F8> Next Blk and/or <F7> Prior Blk, to read the entire specification.

If you do not know the specification ID, you can press <F5> Next when you access this screen. The system will retrieve the first specification ID. Continue pressing <F5> to scroll through the records until you locate the one you are looking for. The system will scroll through the specifications first. When the system comes to the end of the specifications, the first term will be retrieved, and the Spec/Term Ind field will change to 'T.'

After viewing the specification, <CLEAR> to the Main Menu.

9.4.3 Attaching Free-Form Specifications to a Commodity

You can attach free-form specifications to a commodity you are purchasing, by using the document's detail entry screen (i.e., Requisition Detail Entry PCHL2110), or the Specifications/Terms Selection screen (PCHL2126). The process is the same, regardless of the screen being used.

While viewing the commodity line on the document's detail entry screen, <TAB> to the Specification Info field and enter the text. To enter the text on the Specifications/Terms Selection screen (PCHL2126), select <F8> VW SPECS while viewing the commodity line on the accounting detail entry screen. <TAB> to the text area below the Block Function field, and enter the text.

When you come to the end of the line (on either screen), press <TAB> to go to the next line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line and you want the complete word on the same line, you must <TAB> to the next line before beginning the word.

Do not press the Return key to go to the next line of the text block section. Pressing the Return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

Continue entering text. Up to 10 lines of text in a text block may be entered. Press <F10> to save the text block. If you are concerned about pressing the wrong key and losing the work, you can save the text at any time during the data entry. Be sure to save it again when you have finished the text block entry.

To enter additional blocks of text, you must first insert a new block. See Section 9.7 Text Block Function for complete block function directions.

Once all of the specifications have been attached and/or entered, press <CLEAR> to return to the document detail entry screen if you were using the Specifications/Terms Selection screen (PCHL2126).

Continue with the document creation.

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9.4.4 Copy an Existing Specification to a Document

Many times there is a standard specification that is very close to what you want, but isn't exactly the same. You can copy the specification into the document, then modify it as needed.

Copy the specification directly into the specification area of the document detail entry screen. You could also access the Specifications/Terms Selection screen (PCHL2126) by pressing the Vw Specs function key on the document accounting detail entry screen.

Enter the Spec ID you want to copy in the Block Function field. Press <F4> Block Func to copy the existing specification into the text block. The message line reads, SPEC/TERM TEXT COPIED. The system copies all blocks from the existing specification to the document.

You can now modify the text as desired. See Section 9.6 Specifications and Terms Block Function for complete directions.

9.4.5 Delete a Specification

You can delete specifications from the document's detail entry screen or from the Specifications/Terms Selection screen.

Delete Specification from Detail Entry Screen

To delete a specification from a document's detail entry screen while viewing the commodity line that includes the specification to be deleted, place the cursor in the Spec ID field of the specification you want to delete, and clear the data from the data field.

Press <F10> to save the deletion, and press <F10> again if necessary, to confirm the deletion.

To delete free-form text you must use the Delete Block function. See Section 9.7.3 Text Block Functions, Delete a Block of Text.

Delete Specification from Specifications/Terms Selection Screen

To delete a standard specification from the Specifications/Terms Selection screen (PCHL2126), access the screen by pressing <F8> Vw Specs from the document's accounting detail entry screen.

Enter an 'S' in the Selection column to the left of the Spec or Term ID. Press <F3> to delete the ID. Press <F3> again, to confirm the deletion.

To delete free-form text you must use the Delete Block function. See Section 9.6.5 Specifications and Terms Block Function, Delete a Block of Text From a Spec/Term.

Press <CLEAR> to return to the document.

Continue the document creation.

9.5 TERMS SELECTION

Specifications are used to describe commodities and services. Terms are used to describe agreement conditions used in procurement documents, such as requisitions, invitations to bid, and purchase orders. To attach terms to the document, see this section. To attach specifications to the commodity, see Section 9.4 Specifications Selection.

With proper security, standard specifications and terms are created in ADPICS by using the Specifications/Terms Table Maintenance screen (PCHL5500). Once specifications and terms have been created, they can be associated with commodities (specs) or documents (terms) through commodity/ specification or term/document cross-references. To create specifications or terms, see Section 10.6 Specifications and Terms Table Maintenance. This table is maintained by DMB Office of Purchasing.

9.5.1 Attaching Standard Terms to a Document

Standard terms can be used to describe agreement conditions between the State and the vendor such as Term ID: BPOSG – BPOSIG/Contractor & State, which is the blanket purchase order agreement statement and signature lines. When a document is cross-referenced with an associated term, the Term ID will be located in the ID field of the Specifications/Terms Selection screen (PCHL2126), when accessed from the document header screen. The associated terms will automatically print when the document is printed.   When a standard term is not cross-referenced with a document (or you want to add additional standard terms), the term(s) can be attached as described below.

You can attach standard terms to a document by selecting the terms from a Table Lookup list. Terms can be attached to any document header that includes an <F8> SEL TERMS function key.

From the document header screen, press the <F8> SEL TERMS function key to access the Specifications/Terms Selection screen (PCHL2126). The Document ID will be retrieved, and the Line No field will be '000'. Any associated terms will be listed in the ID field.

To attach a standard term, enter the Term ID in the ID field. If the term is unknown, place the cursor in the first blank ID field, and press <F2> Select to view the Table Lookup. Select the appropriate term. Press <F2> Select to return the appropriate Term ID and Short Title to the document.

Press <F10> to save the selected term.

Repeat for each additional term you want to attach to the document. You may enter up to 10 Term IDs (two columns of five fields each).
■   To view standard terms, see Section 9.5.2 Viewing a Standard Term.

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- ■   To add free-form terms text to the document, see Section 9.5.3 Attaching Free-Form Terms to a Document.
- ■   To copy a standard term to the document, see 9.5.4 Copy an Existing Term Into a Document.
- ■   To delete an attached term, see 9.5.5 Delete a Term From a Document.
- ■   To modify a standard term attached to the document, see 9.6 Specifications and Terms Block Function.

9.5.2 Viewing a Standard Term

To view a standard term from the Specifications/Terms Selection screen (PCHL2126), select the Term ID you want to view, by entering an 'S' in the Selection column, and pressing <F2> Select. The system will transfer to the Specifications/Terms Table Maintenance screen (PCHL5500), and the selected term will be retrieved. Press <F8> Next Pg, if necessary to read the entire term. After viewing, <CLEAR> to the Specifications/Terms Selection screen to continue entering or viewing terms.

Viewing a Standard Term When Not Creating a Document

To view a standard term when you are not creating a document, you can access the Specifications/Terms Table Maintenance screen (PCHL5500). From the Main Menu, select <F5> Table Maintenance Menu. From the Table Maintenance Menu (PCHL5000), select <F5> Specifications/Terms Table Maintenance.

Enter the standard term ID in the Spec/Term ID field, and enter 'T' in the Spec/Term Ind field.

Press <ENTER> to retrieve the term Short Title and Text. Use <F8> Next Blk and/or <F7> Prior Blk, to read the entire term.

If you do not know the term ID, you can press <F5> Next when you access this screen. The system will retrieve the first specification ID. Continue pressing <F5> to scroll through the records until you locate the term for which you are looking. The system will scroll through the specifications first. When the system comes to the end of the specifications, the first term will be retrieved, and the Spec/Term Ind field will change to 'T.' You can advance directly to the first term by entering 'A' in the Spec/Term ID field and 'T' in the Spec/Term Ind field, and pressing <F5> Next. Since the Spec/Term IDs are in alpha-numeric order, 'A' is the first possible term that could be in the file.

After viewing the terms, <CLEAR> to the Main Menu.

9.5.3 Attaching Free-Form Terms to a Document

You can attach free-form terms to a document you are creating by pressing <F8> SEL TERMS, to access the Specifications/Terms Selection screen (PCHL2126) from the header screen. This can be done during the initial document creation, or after the commodities are entered and you return to the document header.

<TAB> to the text area below the Block Function field, and enter the text.

When you come to the end of the line, press <TAB> to go to the next line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word.

Do not press the Return key to go to the next line of the text block section. Pressing the Return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

Continue entering text. Up to 10 lines of text in a text block may be entered. Press <F10> to save the text block. If you are concerned about pressing the wrong key and losing the work, you can save the text at any time during the data entry. Be sure to save it again when you have finished the text block entry.

To enter additional blocks of text, you must first insert a new block. See Section 9.6 Specifications and Terms Block Function for complete block function directions.

Once all of the terms have been attached and/or entered, press <CLEAR> to return to the document header screen.

Continue with the document creation.

9.5.4 Copy an Existing Term Into a Document

Many times there is a standard term that is very close to what you want, but isn't exactly the same. You can copy the term into the document, then modify it as needed.

Access the Specifications/Terms Selection screen (PCHL2126) by pressing <F8> SEL TERMS from the document header screen.

Enter the Term ID you want to copy in the Block Function field. Press <F4> Block Func to copy the existing term into the text block. The message line reads, SPEC/TERM TEXT COPIED. The system copies all blocks from the existing term to the document.

You can now modify the text as desired (see Section 9.6 Specifications and Terms Block Function for complete directions).

9.5.5 Delete a Term From a Document

To delete a standard term from a document, go to the appropriate document header (i.e., Requisition Header PCHL2100). Access the Specifications/Terms Selection screen (PCHL2126), by pressing <F8> SEL TERMS from the document's header screen.

Enter an 'S' in the Selection column to the left of the Term ID you wish to delete. Press <F3> to delete the ID. Press <F3> again, to confirm the deletion.

To delete free-form text you must use the Delete Block function. See Section 9.6 Specifications and Terms Block Function, Delete a Block of Text From a Spec/Term.

Press <CLEAR> to return to the document.

Continue the document creation.

9.6 SPECIFICATIONS AND TERMS BLOCK FUNCTION

All of the Data Entry Guide directions that reference this section navigate to the appropriate data entry screen prior to the reference. Therefore, all of the directions in this section assume you are either at the Specifications/Terms Selection screen (PCHL2126), or are viewing a document's detail entry screen (i.e., Direct Purchase Order Detail Entry PCHL2365), which contains an identical specifications and terms block section.

When entering and/or modifying terms (agreement conditions), the Specifications/Terms Selection screen (PCHL2126) must be accessed from the document header screen while viewing the document ID for which you want to add or modify terms.

When entering and/or modifying commodity specifications (describes commodities/packaging), the Specifications/Terms Selection screen (PCHL2126) can be accessed from the document's accounting detail screen (<F8> Vw Spec) while viewing the commodity ID for which you want to add or modify specifications. Or you can enter and/or modify the specifications directly on the document's detail entry screen, while viewing the Commodity line.

9.6.1 Enter Free-Form Specs/Terms

<TAB> to the text area below the Block Function field, and enter the text. When you come to the end of the line, press <TAB> to go to the next line. The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word.

Do not press the Return key to go to the next line of the text block section. Pressing the Return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

Continue entering text. Up to 10 lines of text in a text block may be entered. Press <F10> to save the text block. If you are concerned about pressing the wrong key and losing the work, you can save the text at any time during the data entry. Be sure to save it again when you have finished the text block entry.

To continue entering text, you must first insert a new text block. See Insert a Block Into an Existing Spec/Term, later in this section.

Once all of the text has been entered and saved, press <CLEAR> to return to the document.

Continue with the document creation, if you entered the free-form text on the Specifications/ Terms Selection screen (PCHL2126).

9.6.2 Copy an Existing Spec/Term to a Document

Many times there is a standard specification or term that is very close to what you want, but isn't exactly the same. You can copy the spec/term into the document, then modify it as needed.

While viewing the Specifications/Terms Selection screen (PCHL2126) or the document's detail entry screen, enter the Spec or Term ID you want to copy in the Block Function field.

Press <F4> Block Func to copy the existing spec/term into the text block. The message line reads, SPEC/TERM TEXT COPIED. The system copies all blocks from the existing spec/term to the document.

You can now modify the text if desired (see individual sections below). Press <F10> to save the modifications, then press <F10> again to verify the modifications.

9.6.3 Insert a Block Into an Existing Spec/Term

While on the Specifications/Terms Selection screen (PCHL2126) or the document's detail entry screen, locate the block of text prior to the location where you want to insert the new block, using <F8> Next Blk and/or <F7> Prior Blk if necessary.

Enter INST in the Block Function field and press <F4> Block Func.

The message line will read, BLOCK INSERTED. The system increments the block number by 001, and inserts a blank page after the page you were previously viewing.

You are now ready to enter text on the inserted page. Once the text has been entered, press <F10> to save the entered text. Press <F10> again, to confirm the modification.

9.6.4 Duplicate a Spec/Term Block

While on the Specifications/Terms Selection screen (PCHL2126) or the document's detail entry screen, locate the block of text you want to duplicate, using <F8> Next BLk and/or <F7> Prior Blk, if necessary.

Enter DUP in the Block Function field, and press <F4> Blk Funct.

The message line will read BLOCK DUPLICATED. The system will increment the block number from the existing block to the next block. It will also copy the detail lines from the existing page to the new page, showing the new page.

You can then modify the block or leave it as it is. If you modify the block, be sure you save the changes by pressing <F10> Save.

9.6.5 Delete a Block of Text From a Spec/Term

While on the Specifications/Terms Selection screen (PCHL2126) or the document's detail entry screen, locate the block of text you want to delete, using <F8> Next Blk and/or <F7> Prior Blk if necessary.

Enter DLET in the Block Function field, and press <F4> to delete the entire block of text.

The message line reads, SPEC/TERM BLOCK DELETED. The system deletes the block, displays the previous block, and changes the block numbering to match the new number of text blocks.

9.6.6 Modify Text in a Spec/Term Block

You can modify a block of specification or term text by entering additional text, deleting existing text, and/or changing existing text within a text block; as well as copying, inserting, duplicating, or deleting entire text blocks.

While on the Specifications/Terms Selection screen (PCHL2126) or the document's detail entry screen, locate the block of text you want to modify, using <F8> Next Blk and/or <F7> Prior Blk, if necessary.

Some modifications may require that you use more than one modification method to accomplish the task.

■ To delete text within the text block, place the cursor on the first character to be deleted and press the Space Bar. Continue pressing the Space Bar until all of the text you want to delete has been erased. Press <F10> to save the modification.

■ To delete an entire line, place the cursor at the beginning of the line and clear the end of the field by pressing the <END OF FIELD> key. Press <F10> to save the modification.

■ To change text within the text block, place the cursor on the first character to be changed and type over the existing text. Press <F10> to save the modification.

■ To add text within the text block line, place the cursor at the point where you want to add the text. Press the <INSERT> key on the keyboard and type the new text. Using the <INSERT> key will move the text instead of replacing it. You cannot move the text beyond the end of the current text line. When no more space is available, the system will make a beeping sound to let you know no more text can be entered on that line. Press <F10> to save the modification.

Text Modification Limitations

The individual lines within a text block are independent of each other. When modifying text, the modification effects only one line. For example, deleting text from one line will not pull text from the next line into the empty space. Inserting text on one line will not move the text in the next line.

Adding additional text can only be done if there is space available within the line, or the existing text is overtyped. You cannot insert a blank line within a text block in order to add additional text between two existing lines of text. To insert text within a text block, you must either overtype existing text, enter text in any line already existing that does not contain text, or insert a new block and enter the text in the inserted block.

9.7 TEXT BLOCK FUNCTION

Many screens include a text block for entering free-form text. A text block contains nine or ten lines. A block of text is like a page of text. You may enter up to 999 blocks (pages) of text on a record. You must save each block of text by pressing <F10> before inserting another block and entering more text.

Some text blocks have the Block numbers on the upper right of the text block, while others have them on the left side of the text block.

Whenever there is a text block, pressing <F7> Prior Blk will allow you to view the previous block of text. Pressing <F8> Next Blk, will allow you to view the next block of text. You may also enter a text block number in the Block field and press <ENTER> to view a specific block of text.

If there is a screen with a text block that does not include <F7> Prior Blk and/or <F8> Next Blk (i.e., Commodity Table Maintenance PCHL5100), you must enter PRPG or NXPG in the Functn field (below block numbers on left side of screen), and press <ENTER>.

9.7.1 Entering Text in the Text Block

To enter text in a text block, <TAB> to the first line of the text block (designated by a >), and type the text. When you come to the end of the line (each line contains 70 characters), press <TAB> to go to the next line.

The system will not carry a word to the next line (word wrap) when it does not fit. Therefore, when a word will not fit on the present line, and you want the complete word on the same line, you must <TAB> to the next line before beginning the word.

Do not press the Return key to go to the next line of the text block section. Pressing the return key will delete all of the non-saved text, and the cursor will return to the top of the screen.

Continue entering text. Up to 10 lines of text in a text block may be entered. Press <F10> to save the text block If you are concerned about pressing the wrong key and losing the work, you can save the text at any time during the data entry. Be sure to save it again when you have finished the text block entry.

To enter additional blocks of text, you must first insert a new block. See Section 9.7.2 Insert a Block After an Existing Block.

9.7.2 Insert a Block After an Existing Block

Once you have completed the first block of text, you can insert a new block in order to enter additional text.

To insert a new block, type ISRT in the Comment Block field (or the Funct field), and press <F4> Block Func (or <F4> Block).

The message line will read, BLOCK INSERTED. The system increments the block number by 001, and inserts a blank block after the block you were previously viewing.

You are now ready to enter text on the inserted block. Once the text has been entered, press <F10> to save the entered text.

Repeat as necessary. Up to 999 blocks can exist.

9.7.3 Delete a Block of Text

To delete a block of text, locate the block of text that you want to delete, by using <F8> Next Blk and/or <F7> Prior Blk (or enter NXPG/PRPG in the Funct field).

Enter DLET in the Comment Block field (or Funct field). Press <F4> Block Func (or <F4> Block) to delete the entire block of text.

The message line reads, BLOCK DELETED. The system deletes the block, displays the previous block, and changes the block numbering to match the new number of text blocks.

9.7.4 Duplicate a Text Block

Locate the block of text you want to duplicate, then enter DUP in the Comment Block field (or Func field), and press <F4> Block Func (or <F4> Block).

The message line will read BLOCK DUPLICATED. The system will increment the block number from the existing block to the next block. It will also copy the detail lines from the existing block to the new block, showing the new block.

You can then modify the block or leave it as it is. When modifying the block, be sure to press <F10> to save the modifications, and press <F10> again to confirm the modifications.

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9.8 ACCOUNT DISTRIBUTION BLOCK

Many ADPICS screens include an account coding block which identifies the fund(s) to which R★STARS should establish the pre-encumbrance, liquidate the pre-encumbrance, establish the encumbrance, liquidate the encumbrance, or establish an account payable (voucher payable) when the document is posted.

This account coding block is located at the bottom of many ADPICS screens.

The Accounting Codes are entered on the Requisition, Direct Purchase Order, and Direct Voucher screens.

The accounting information is carried forward to each succeeding step in the procurement cycle once the creation document has been posted screen (such as, Requisition to Purchase Order, to Invoice, to Voucher).

MAIN FACS uses the following accounting classification structure:

SFX	AGY	AY	INDEX	PCA	COBJ	AOBJ	GRANT	PH	PROJ	PH	AG1	AG2	AG3
XXX	XXX	XX	XXXXX	XXXXX	XXXX	XXXX	XXXXX	XX	XXXXX	XX	XXX	XXX	XXX

Descriptions of these fields are as follows:

SFX   Suffix (three digits). Identifies each new accounting line within a given document (system assigned).

AGY   Agency (three digits). Identifies the MAIN FACS agency for which these funds are associated (required).

AY   Appropriation Year (two digits). The appropriation year associated with the fiscal year in which these funds were appropriated by the legislature (required).

INDEX   Index (five digits). Identifies the index code, which can be used as a coding reduction tool. It infers the organization code, and can also infer fund, appropriation number, grant, project, multi-purpose code, agency code 1, 2, & 3, and PCA (required).

PCA	Program Cost Account (five digit). The program cost account code, which can be used as a coding reduction tool. It identifies the function code and the program code. It can also look up fund, appropriation number, grant, project, multi-purpose code, agency code 1, 2, & 3, and index (optional if inferred by INDEX, otherwise PCA is required).
COBJ	Comptroller Object (four digits). Identifies the levels defined in R★STARS that determine how revenues and expenditures are recorded and tracked. Comptroller Object is the lowest level in the object structure for statewide accounting purposes (required unless inferred by AOBJ).
AOBJ	Agency Object (four digit). Identifies the levels defined in R★STARS that determine how revenues and expenditures are recorded and tracked at the Agency level. Agency Object may be more detailed, the same, or less detailed than the Comptroller Object as defined by an Agency (optional).
GRANT	Grant (six digits). Identifies the grant number being recorded, if used (optional).
PH	Grant Phase (two digits). Provides further breakdown of a grant for accounting and reporting purposes or can identify the grant year for multi-year grants (required if GRANT is entered).
PROJ	Project (six digits). Identifies the project number being recorded, if used (optional).
PH	Project Phase. Provides further breakdown of a project for accounting and reporting purposes (required if PROJECT is entered).
AG1, AG2, & AG3	Agency Code 1(four digit). Provides for further breakdown of a grant phase. Agency Code 2 (four digit). Provides for further breakdown of a project phase. Agency Code 3 (six digit). Provides for further breakdown of miscellaneous internal cost reporting needs of an agency (optional).

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9.9 VENDOR PERFORMANCE

9.9.1 Establish a Vendor Performance Record

Vendor performance records can be established to report and track positive and/or negative performance of vendors.

Access the Vendor Performance Maintenance screen (PCHL5260) by pressing <F12> from the Main Menu (PCHL0000), <F9> from the Vendor Maintenance/Inquiry Menu (PCHL5001), and <F1> from the Vendor Performance/Inquiry Menu (PCHL5002).

Enter the Vendor ID and Mail Code, then enter the appropriate three character Performance Code (use <F2> Select to locate the correct code). Enter a Performance Description (up to 40 characters) and Contact name (usually the user's name) and Phone Number.

Press <F10> to save the performance record. The Performance ID will be system generated along with the Performance Code description, Performance Date, and Performance Time.

You may enter a PO ID, create a unique Reference ID (or enter another document ID, i.e., Invoice) to better identify the record.

You may also enter additional comments in the text block section (see Section 9.6 Specifications and Terms Block Function).

Save the additional data by pressing <F10>.

The Vendor Performance record will automatically post when the Vendor Disposition record is posted (see Section 9.9.2 Vendor Performance Disposition).

9.9.2 Vendor Performance Disposition

Access the Vendor Performance Disposition screen (PCHL5270) by pressing <F12> from the Main Menu (PHCL0000), <F9> from the Vendor Maintenance/Inquiry Menu (PCHL5001), and <F2> from the Vendor Performance/Inquiry Menu (PCHL5002).

Enter the Performance ID and press <ENTER> to retrieve the vendor's performance record.

Enter a Disposition Code (use <F2> Select to locate the correct code). Enter the disposition person's name (usually the user's name) in the Disp By field, then enter the disposition person's phone number.

Enter additional comments in the text block section (see Section 9.6 Specifications and Terms Block Function), if necessary.

Press <F10> to save the disposition record. Enter a 'P' in the Action Indicator field and press <F10> to post the Vendor Performance Disposition record (PCHL5270) and automatically post the Vendor Performance record (PCHL5260).

9.9.3 Printing a Vendor Performance Record

Access either the Vendor Performance Maintenance screen (PCHL5260), or the Vendor Performance Disposition screen (PCHL5270), by pressing <F12> from the Main Menu (PHCL0000), <F9> from the Vendor Maintenance/Inquiry Menu (PCHL5001), and either <F1> or <F2> from the Vendor Performance/Inquiry Menu (PCHL5002).

Enter the Performance ID on either screen, and press <ENTER> to retrieve the existing data.

Press <F12> to print the record. The printed document is the same, regardless of which screen is accessed to perform the print function.

9.9.4 Deleting a Vendor Performance Record

Only unposted (Action Indicator 'N') vendor performance and vendor performance disposition records can be deleted. Deleting a Vendor Performance (PCHL5260) will automatically delete the associated Vendor Performance Disposition (PCHL5270). Deleting a Vendor Performance Disposition will only delete the disposition information. It will not delete the vendor performance record.

Access either the Vendor Performance screen (PCHL5260), or the Vendor Performance Disposition screen (PCHL5270), by pressing <F12> from the Main Menu (PHCL0000), <F9> from the Vendor Maintenance/Inquiry Menu (PCHL5001), and either <F1> or <F2> from the Vendor Performance/Inquiry Menu (PCHL5002).

Enter the Performance ID on either screen, and press <ENTER> to retrieve the existing data.

Press <F3> to delete the record. Press <F3> again to confirm the deletion.

9.10 DOCUMENT TRACKING

Document tracking allows the user to indicate specific dates and associated user defined activities for a Bid Document, Purchase Order, Requisition, or any other ADPICS document, by Document ID.

It can be used to record and monitor document activity, such as when a letter is sent to a vendor, when a response is requested, or when a document is on hold pending a certain action.

Document tracking is done on the Document Activity Tracking screen (PCHL2115), which is a document based activity tracking screen that associates a specific document with specific activities.

9.10.1 Creating a Document Tracking Record

To create a document tracking record, access the Document Activity Tracking screen (PCHL2115). Select <F2> Procurement Transactions Menu from the Main Menu (PCHL0000). Select <F8> Secondary Purchase Order Menu from the Procurement Transactions Menu (PCHL2000). Then press <F1> Document Activity Tracking from the Secondary Purchase Order Menu (PCHL2402).

Enter the Document ID of the document you want to track.

Enter the date of the activity you want to track (see Section 2.7.10 Data Entry Features, Date Entry Feature). You cannot enter more than one activity with the same date. However, you can enter several activities at one time, if entering different dates.

Enter the two character Activity Code (or use <F2> to select from the Table Lookup). Enter up to a 50 character comment associated with the activity.

Press <F10> to save the record. The system will retrieve the document Title if one was entered on the document header screen, and properly format the date. If any activities have been previously entered for the document, they will be retrieved.

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9.10.2 View/Monitor Tracking Activity

You can view/monitor any tracking activity that other users may have entered on the Document Activity Tracking screen (PCHL2115).

Enter the Document ID for the document you want to view, and press <ENTER> to retrieve the associated activity record. If no activity has been recorded for the document, the message line will read, NO RECORD EXISTS, PLEASE TRY AGAIN.

9.10.3 Delete a Document Tracking Activity

To delete a document tracking activity, access the Document Activity Tracking screen (PCHL2115). Enter the Document ID and press <ENTER> to retrieve the record.

Locate the activity you want to delete (use <F8> Next Pg if necessary). Enter an 'S' in the Selection column of the activity you want to delete, and press <F3> to delete the activity. Press <F3> again, to confirm the deletion.

9.11 ACCOUNTS PAYABLE DOCUMENT MATCHING

The Accounts Payable function of ADPICS prepares Voucher Payable documents so that payment can be made for goods or services received. To do this, ADPICS requires two or three pieces of information depending on match type assigned to the Purchase Order. These documents are:

- Purchase Order/Contract for goods or services ordered
- Receiving Report for goods received
- Vendor Invoice for goods or services billed

This matching process must be accomplished before a payment can be made to the vendor. To complete this matching process, ADPICS compares and matches either the invoice (2-way match), or the invoice and receiving report (3-way match) against the purchase order.

The time lag between completion of the matching process and creation of the voucher can cause the State to lose potential discounts for payment within terms. Efficient, timely matching allows the State to schedule payment dates and keep funds invested as long as possible, while still taking advantage of any discounts.

The major objective of the ADPICS Accounts Payable Subsystem is to provide automated matching of the items needed to create a voucher and to perform the analysis of due dates and discounts that would prevent the loss of dollars through discounts not taken and early payments made.

9.11.1 Document Matching

ADPICS can automatically generate vouchers when document matching criteria are met. The State defines the document matching criteria on the Matching Rules Table Maintenance screen (PCHL1310). See Section 10.9 Matching Rules Table Maintenance.

In order to match the Accounts Payable documents to generate vouchers, matching criteria is established by the DMB Office of Financial Management/Office of Purchasing.

Understanding the process and the matching rules used will benefit those who enter data into ADPICS.

Matching rules are defined to match no, two or three documents:

■   Three-way matching will require a purchase order, an invoice, and a receiver. This will generally be used for goods received.

■   Two-way matching will require a purchase order and an invoice. This will generally be used for services received.

■   No matching of documents is required to pay an invoice by direct voucher. This is used when there is no associated purchase order (for example, a utility bill or manual warrant).

Each of these defined matches may be set with or without tolerances for the differences between the document dollar amounts. Tolerances are set in the following format:

        Not to exceed a specific percent, and
        Not to exceed a specific dollar amount, or
        To pay if under a specific dollar amount

9.11.2 Match Types and Their Tolerance Levels

Match types are defined by the State on the Matching Rules Table Maintenance screen (PCHL1310). See Section 10.9 Matching Rules Table Maintenance for complete instructions.

■   Match types are designated with two-character codes
■   Matching rules may be set by document or by line item
■   Tolerance levels may be by percentage or dollars

The match type code is entered on the purchase order and carried over to the invoice and voucher when the PO number is entered and the document is saved.

Match Type Tolerance Levels

The dollar amount to be vouchered equals the minimum of Purchase Order, Receiving Report, or Invoice quantity, times Invoice unit cost.

Tolerance Not to Exceed Tolerance Percent – The percent difference between the Purchase Order dollar amount and the dollar amount to be vouchered must not be greater than the tolerance percent.

Tolerance Not to Exceed Tolerance Amount –   The difference between the Purchase Order dollar amount and the amount to be vouchered must not be greater than the amount listed in this field. Any amount greater than this will not allow a voucher to be automatically generated unless this amount is less than the tolerance pay if under amount.

Tolerance Pay if under – ADPICS will generate a voucher when the tolerance is less than or equal to the tolerance pay if under amount, even when the first two conditions have been exceeded.

NOTE: It is recommended that agencies use Match Type 'CA' (2-way by document) and 'CC' (3-way by document) for most purchases.

ADPICS Tolerance Check Procedures

Both the first and second condition must be met, or the third condition must be met for the voucher to be automatically generated.

ADPICS first checks the Percent tolerance. When the Percent tolerance is not exceeded, ADPICS proceeds to check the dollar Amount tolerance. When the dollar Amount tolerance is not exceeded, ADPICS generates a voucher.

Tolerance levels were not exceeded in the first two conditions (linked by "and"). When the total dollar amount to be vouchered exceeds the purchase order dollar amount by more than the entered tolerance Percent, the tolerance percent is exceeded. Therefore, one of the first two conditions was not met (both must be met).

The Pay if Under check will then be performed. When the Percent tolerance is not exceeded, but the difference between the dollar amount to be vouchered and the purchase order dollar amount is greater than the tolerance dollar Amount, one of the first two conditions was not met. If one or the other is not met, the third condition is checked.

The third condition check will then be performed. Even when the first two conditions are not met, if the difference between the purchase order dollar amount and the amount to be vouchered is equal to, or less than the Pay if Under dollar amount, ADPICS will generate a voucher, because the third condition was met.

If the third condition is not met, a voucher will not be generated.

Example

The purchase order has a Match Type of CC (3-way by document), and a total amount of $1500. Tolerances for CC are:

Not to exceed	5%, and
Not to exceed	$100, or
To pay if under	$10

■   If the invoice is posted for $1550, the invoice total exceeds the PO total by 3.3% and $50. The percentage tolerance has not been exceeded, so ADPICS checks the dollar amount. The dollar amount has not been exceeded, so a voucher will be generated by ADPICS.

■   If the invoice is posted for $1600, the invoice total exceeds the PO total by 6.7% and $100. The acceptable percentage tolerance has been exceeded, so ADPICS does not check the dollar amount (one of the first two conditions was not met). Instead, it checks the Pay if Under dollar amount. The dollar amount of the excess is $100, which is more than the Pay if Under amount, so a voucher is not generated.

Had the above purchase order been written with a Match Type of DC (10%, $1000, $100), the invoice that was posted for $1600 would have generated a voucher because the percent tolerance (10%) and the dollar amount (second condition) would not have been exceeded.

9.12 UNION/NERE CODE SELECTION

The State of Michigan requires agencies, under certain conditions, to notify Union(s)/Nere(s) of their intent to contract for personal services.

When creating CS138s, one or more Union/Nere codes may be included.

When you know the Union/Nere code, it can be entered in the Union/Nere Code field. When you don't know the appropriate code, you can look it up.

Union/Nere notification may be accomplished using the CS138 Header Entry screen (PCHL2117) <F12> Print functionality. Additionally, agencies may record such notification on the CS138 Header Entry screen (PCHL2117) along with the date the union was notified.

9.12.1 Viewing Union/Nere Codes

This screen is accessed from the CS138 Header Entry screen (PCHL2117) by pressing <F2> Select while the cursor is on the Union/Nere Code field.

To view the list of all Union/Nere codes from the Union/Nere Code Selection screen (PCHL2999), press <F2> Select while the cursor is on the Union/Nere Code field.

The Union/Nere codes can also be viewed on the Union/Nere Code Selection screen (PCHL5760). See Section 10.26 Union/Nere Code Table Maintenance for viewing instructions.

9.12.2 Selecting and Returning a Union/Nere Code

When on the CS138 Header Entry screen (PCHL2117), place the cursor in the Union/Nere Code field. Press <F2> Select to transfer to the Union/Nere Code Selection screen (PCHL2999).

Select the appropriate Union/Nere code by typing an 'S' in the Selection column to the left of the Union/Nere Code.

Press <F2> Select to return the Union/Nere Code to the Header Entry screen.

9.13 CS138 SELECTION

The CS138 Selection screen (PCHL3999) shows all predetermined values and statewide preauthorized CS138 IDs sorted by commodity code.

When creating requisitions, purchase orders, direct purchase orders, blanket purchase orders, or direct vouchers, a CS138 ID or predetermined value must be entered on detail lines that contain a '9' commodity code.

When you know the CS138 ID or predetermined value, it can be entered in the CS138 field. When you don't know the appropriate CS138 ID or predetermined value, you can look it up.

NOTE: To view agency CS138s, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal Users Guide for detailed instructions).

9.13.1 Viewing CS138s

The CS138 Selection screen (PCHL3999) may be accessed from the requisition, purchase order, direct purchase order, blanket purchase order, and direct voucher detail screens when the cursor is on the CS138 ID field and <F2> is pressed.

When on the appropriate document detail entry screen, place the cursor in the CS138 ID field. Press <F2> Select to view the CS138 Selection screen (PCHL3999).

9.13.2 Selecting and Returning a CS138

When on the appropriate document detail entry screen, place the cursor in the CS138 ID field. Press <F2> Select to view the CS138 Selection screen (PCHL3999).

The CS138 Selection process (PCHL3999) shows all predetermined values and statewide preauthorized CS138 IDs sorted by commodity code. If the document detail screen has a commodity ID entered in the field when <F2> is pressed, the program will start displaying commodities beginning with the entered commodity ID. If the list of predetermined values is not displayed when the CS138 Selection screen (PCHL3999) is first accessed, tab to the Commodity Code field, blank out the field by pressing the space bar or minus (-) key, and press <ENTER>.

If necessary, press <F8> to view the next page. To page backward, enter a commodity ID that would be listed prior to the first commodity on the screen, erase the end of the field, and press <ENTER>.

Select the appropriate CS138 or predetermined value by entering an 'S' in the Selection column to the left of the Commodity Code column which displays the appropriate CS138 or predetermined value.

Press <F2> to return the CS138 or predetermined value to the document's detail entry screen.